

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF EDUCATION**  
Division of Teacher Education and Licensure  
Post Office Box 2120, Richmond, VA 23218-2120

**GRADUATES OF INSTITUTIONS OUTSIDE OF THE U.S.A.**

A baccalaureate degree is the minimum requirement for an educational license in Virginia. If you attended a college/university outside of the United States of America, you will need to write to one of the agencies listed below. You must obtain an evaluation of your credentials (including a listing of the courses completed and the semester hour equivalent for each course) and a statement regarding the equivalency of your program of study to the four-year baccalaureate degree. In lieu of an official transcript from the foreign institution you attended, the Department of Education will accept the statement. (Please refer to the "Routes to Licensure in Virginia" on the Department of Education's Web site, [www.doe.virginia.gov](http://www.doe.virginia.gov), for additional information on the alternate route to licensure). Your complete application packet must be submitted by: an employing Virginia school division, employing Virginia nonpublic school, or the Virginia college/university where you completed an approved teacher preparation program.

**Center for Educational Documentation**  
Post Office Box 231126  
Boston, MA 02123  
Telephone: (617) 338-7171  
Fax: (617) 338-7101  
Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
Web Address: [www.cedevaluations.com](http://www.cedevaluations.com)

**International Consultants of Delaware, Inc.**  
109 Barksdale Professional Center  
Newark, DE 19711  
Telephone: (302) 737-8715 Fax: (302) 737-8756  
Web Address: [www.icdel.com](http://www.icdel.com)  
Email: [icd@icdel.com](mailto:icd@icdel.com)

**Global Credentials Evaluators**  
Post Office Box 36, 28 Westhampton Way  
Richmond, VA 23173-0036  
Telephone: (804) 639-3660  
Web Address: [www.gcevaluators.com](http://www.gcevaluators.com)

**Josef Silny and Associates, Inc.**  
7101 SW 102 Avenue  
Miami, Florida 33173  
Telephone: (305) 273-1616 Fax: (305) 273-1338  
Translations: 305 273-1984  
Web Address: [www.jsilny.com](http://www.jsilny.com)  
Email: [info@jsilny.com](mailto:info@jsilny.com)

**World Education Services, Inc.**  
Post Office Box 57206  
Washington, DC 20037-7206  
Toll Free: (800) 937-3897  
Telephone: (202) 331-2925  
Fax: (202) 331-2927 Email: [dc@wes.org](mailto:dc@wes.org)

**International Education Research Foundation**  
Credentials Evaluation Service  
Post Office Box 3665  
Culver City, CA 90231-3665  
Telephone: (310) 258-9451 Fax: (310) 342-7086  
Web Address: [www.ierf.org](http://www.ierf.org)

**American Association of Collegiate  
Registrars and Admissions Officers**  
Foreign Credential Evaluation Service  
One Dupont Circle N W Suite 520  
Washington, DC 20036-1135  
Telephone: (202) 293-9161  
Fax: (202) 872-8857  
Web Address: [www.aacrao.org/](http://www.aacrao.org/)

**SpanTran Educational Services**  
7211 Regency Square Boulevard  
Suite 205  
Houston, TX 77036-3197  
Telephone: (713) 266-8805  
Fax: (713) 789-6022  
Web Address: [www.spantran-edu.com](http://www.spantran-edu.com)

